

BOARD OF TRUSTEE BY-LAWS

The Board of Trustees of the Hampton Bays Public Library, hereafter designated as the Board, a corporation created by a charter granted under Section 255 of the New York State Education Law by the Regents of the University of the State of New York, April 28, 1960, hereby enacts the following bylaws:

BOARD OF TRUSTEES

Number and Term of Office

1. The Board of Trustees constitutes the Hampton Bays Library Association.
2. It shall consist of seven members, elected for a five-year term to coincide with the calendar year.
3. A Trustee must be a legal resident in the Hampton Bays School District for a period of not less than 1 year, or be a legal resident in the East Quogue School District for a period of not less than one year, and have held a Hampton Bays Public Library card for a period of not less than one year.
4. No Board member may serve more than two terms consecutively.
 - a) Re-election to the Board may occur after an interval of at least one year.

Manner of Selection

1. The President shall appoint a Trustee Nominating Committee consisting of three Board members at the January meeting to serve for the calendar year.
2. The Committee shall prepare a slate of candidates for each vacancy to be submitted to Board members at the November meeting with their recommendations.
3. Election of new trustees shall be held at the December meeting.
4. All new trustees shall receive a complete packet of information, including:
 - a) HBPL Trustee Manual
 - b) NYS Trustee Handbook

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Vacancies

1. If any trustee shall fail to attend three consecutive meetings without an excuse accepted as satisfactory by the trustees, he/she shall be deemed to have resigned.
2. In the event of a vacancy on the Board, the Nominating Committee shall submit a slate of nominees from which the Board shall elect a successor at its December meeting for a five year term and if the Board so chooses it may appoint a trustee to fill the vacancy until the election following the usual nominating procedure.

Meetings

1. The regular meeting of the Board shall be held on the first Tuesday of each calendar month in the library or at such other time and place as the Board may designate.
2. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least twenty-four hours in advance of the special meeting.
3. A quorum at any meeting shall consist of four or more Trustees.
4. The Library Director shall attend all meetings of the Board, and shall prepare and distribute the agenda for each meeting one week in advance.
5. Notice of regular Board meetings must be posted in a public place in the library.

Officers

1. The officers of the Board shall be a President, Vice-President, Secretary and Treasurer.
2. The duties of all officers shall be such as by custom and law and the rules of this Board usually devolve upon such officers.
 - a) The **President** shall:
 - i) preside at all meetings of the Board.
 - ii) facilitate the discussion and execution of matters before the Board.

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Officers (cont'd)

- iii) be ex-officio of all committees, except the Nominating Committee.
- iv) perform such other duties as are prescribed in the Bylaws.

b) The **Vice-President** shall:

i) in the absence of the President, preside at the meetings and perform the duties of the President.

ii) in the event that the Presidency becomes vacant, assume the duties of President until the Board elects a new President to complete the term.

c) The **Secretary** shall:

- i) have charge of the records of the Board.
- ii) prepare the minutes of all Board meetings for distribution to all members of the Board one week in advance of the next meeting.
- iii) maintain records of attendance.

d) The **Treasurer** shall:

- i) oversee the Director in his financial responsibilities.
- ii) oversee all financial aspects of the library's operations.
- iii) order that a certified audit be made every three years.

3) The officers shall be nominated in November by the Nominating Committee.

4) They shall be elected at the December meeting of the Board.

5) Their term of office shall be two years, coinciding with the calendar year. The President and secretary shall be elected to serve two year terms beginning in odd numbered years. The vice-president and treasurer shall be elected for two year terms beginning in even years. The President may not serve more than two consecutive terms.

6) In the event that an office other than the Presidency becomes vacant, the President shall appoint another Trustee to succeed to the office for the remainder of the term.

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Library Director

1. The Library Director shall execute the policies adopted by the Board.
2. His responsibilities shall include:
 - a) direction and supervision of all staff members in the performance of their duties.
 - b) keeping accurate books of accounts, showing receipts, disbursements and circulation; preparing reports for the Board at its regular meetings.
 - c) recommendation of policies and procedures.

Committees

1. Standing Committees
 - a) shall be formed by the President at the January meeting of the Board.
 - b) shall include Personnel, Nominating, Building and Grounds, Bylaws Review.
2. Special Committees
 - a) may be appointed by the President at any time with the approval of the Board.
 - b) May include non-Board members.
3. The Chairman of all committees shall be appointed by the President.

Budget

1. The fiscal year of the Board shall be from January 1st to December 31st.
2. A preliminary budget for the following year shall be approved by the Board at the May meeting for submission to the voters in August.

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Rules of Order

1. The order of business at all regular meetings of the Board shall be:
 - a) Roll call
 - b) Disposition of minutes of the previous meeting
 - c) Communications
 - d) Financial report
 - e) Report of Library Director
 - f) Report of Committees
 - g) Unfinished business
 - h) New and miscellaneous business
 - i) Report of the Friends of the Library
 - j) Public expression
2. Robert's Rules of Order (current edition) shall govern parliamentary procedures of the Board.
3. Any of the foregoing Bylaws may be temporarily suspended by unanimous vote of all the Trustees present at any meeting providing at least 5 members are present.

Amendments to the Bylaws

1. The Bylaws Review Committee shall conduct an annual review of the Bylaws.
2. The committee shall recommend any amendments to the Board in writing at a regular meeting, and they shall be voted upon at the next regular meeting.
3. Amendments must be approved by a vote of 5 Board members.
4. All Bylaws, including amendments, shall be re-affirmed at the December meeting.